customer connection

GSA Rent Billing Webinar

Presented by the

NCR Public Buildings Service (NCR PBS)

August 2004

rent basis

➤Leases
- - Cost Pass Through (shell, operating costs, tenant improvements taxes)
- - Security (FY05/06 charges TBD, ongoing discussions)
- - PBS Fee (September 30, 2004)
- - Other Contract Services
- - GSA Installed Improvements (Not commonly used)
- - USPS

➤**Government Owned**
- - Appraisal
- - Security
- - Tenant Improvement

rent basis

- System for Tracking and Administering Real Estate (STAR)

- OA Billing (Planned Feb 05)

- Intra Governmental Transaction Exchange

- (IGTE) Currently Under Review

bill format

1. Shell Rent
   - General
   - Warehouse
   - Unique
2. Amortized Tenant Improvement/General
3. Operating Cost
4. Taxes (Real Estate/BID Tax)
5. Amortized Tenant Improvement (Customization)
6. GSA Installed Building Improvements (Leased Only)
7. Security Services (Through FY04?)
   - Basic Charges
   - Patrol & Response Charge (Not Used)
   - Building Specific
   - Building Specific Amortized Capital
8. Extra Services (+ or -)

   Operations Delegations (FY03)
9. Parking

   Structured

   Surface

bill format (continued)

10. Rent Charges for Other Space
11. PBS Fee
12. Pro Rata Joint Use Charges
    - Building Amenities
    - Structured Parking
    - Surface Parking
13. One-Time Payments (Not Used)
14. Billing Adjustments & Corrections
    - Current Year
    - Prior Year
    - Rent Exemption (GSA Administrator)
    - Administrative Reduction
    - Trust Fund Adjustment
15. Antenna Bill
16. Reimbursable Services

agency bill calculation

A. Market Rent Subtotal – Lines 1 thru 4

B. Agency Rent Subtotal – Lines 5 to 11

C. Joint Use Subtotal – Line 12

D. Total Monthly Rent – A + B+ C

E. Billing Period Adjustment Subtotal – Lines 13 & 14

F. Total Rent Bill – D + E

G. Total Antenna Bill – Line 15

H. Total Reimbursable Services – Line 16

I.   Total PBS Bill – F + G + H

why does my bill change?

- ➢ Change in Square Footage

- ➢ Renewal/Extension/Superceding/Succeeding (Lease Only)

- ➢ CPI/Tax Escalation

- ➢ Appraisal (Government Only)

- ➢ Added/Deleted Service

    - Parking

- ➢ Joint Use (Government Only)

- ➢ Pre-Negotiated Rent Change (Lease Only)

- ➢ Security (Annual)

frequently asked questions

- Rent Estimate
  - When, From Whom, What
  - Original vs. Revised
- OA's vs. Rent Estimates (Owned)
- Line Item Adjustments (Line 14)
- Operating Cost/Tax Escalations
- Rent on the Web (ROW)

rent on the web (ROW)

Welcome to the Rent on the Web (ROW)

GSA

Please Login....

User Name

Password [Login]

Request New User Id

Forgot password? Questions?

Warning! This is a United States General Services Administration Federal Government computer system that is "FOR OFFICIAL USE ONLY". This system is subject to monitoring. Therefore, no expectation of privacy is to be assumed. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.

If you have any questions about your Rent Bill, please contact the person whose name is on the bill. For questions about the Rent on the Web system, please contact the Helpdesk at 1-(866) 367-7878. If you have forgotten your password, please call the Helpdesk.

To request and receive a User Name and Password:

• Click on "Request New User ID"

• Complete the form on-line

• Print out the form

• Obtain the appropriate signatures

• Fax the form to: 202.606.3128

Once the form is received, an e-mail message will be sent – ID and password issued within the same business day

contact information

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